



TRAINING OPPORTUNITY

**Detrick Center for Training and Education Excellence
Fort Detrick, MD**

Course Title: Accounting for Non Accountants

Dates/Location/Hour: 23 - 24 February 05, 0800-1600, Bldg 1520, Classroom #2

Registration Deadline: 8 February 05.

Cost: \$245.00 per tenant employee cost is based on 15 students. Cost could change based upon number of students.

Vendor: Lausanne Institute, Inc., 109 Knoxlyn Farm Drive, Keenett Square, PA 19348

Description:

This course will provide the non-accountant with an understanding of how accounting information is gathered, what it means, and how it can be used in agency management. Participants will be able to understand and use accounting information, to work in concert with their accounting department, and understand the need for financial reports, status of funds, the budgetary process, agency needs and cash needs reports.

Content:

- The Federal Funding Accounting Process.
- The Role of the Budget and How it Relates to the Accounting Function
- Accounting and Fund Control
- Cost and Managerial Accounting Concepts

Who should Attend & Prerequisites:

Non-accountants interested in learning something about the accounting function.

Course Manager: Tel. 301-619-7554/3360, Fax 301-619-2884 or E-Mail:

USAGDCTEE@DET.AMEDD.ARMY.MIL

How to Nominate and Apply: Fax DD Form 1556 to DCTEE (301-619-2884 or DSN 343-2884) or mail to bldg 1520 by the registration deadline. Make sure Blocks 17, 19, 23, 25, 32, 33, and 34 are properly completed. Include nominee's email

address and Training Coordinator's phone number and email address in Block 18. Training coordinators must add billing information in blocks 27 and 37. **Do not attend unless you have received confirmation from the course manager.** Although we try to accommodate all training needs, faxing a nomination to us does not guarantee a space allocation. Check with your activity Training Coordinator if you have not received confirmation two-four weeks prior to the class starting date.

NOTE: Individuals who require special services or accommodations due to a disability should advise this office immediately (wheelchair access, interpreter, etc).